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From the Director AGSM & Deputy Dean

Welcome to Stage 2 of your MBA (Executive) Program. This final stage focuses on the problems facing a general manager, whether in a large established organisation or in a small entrepreneurial start-up. The program ahead builds on all you have learnt so far, putting it into a strategic context, and providing a robust platform for understanding and delivering valuable leadership.

Stage 2 offers a completely different style of learning to that which you have been previously exposed. It combines a problem-based learning approach with a cohort experience while maintaining an emphasis on self-directed learning supported by comprehensive materials. The face-to-face learning has been concentrated into four intensive learning blocks of 4 days where you will live ‘in residence’ with your cohort.

Strong friendships with fellow students from around the country and overseas are formed during Stage 2 as you complete your final year in a designated cohort. Cohorts comprise a maximum of 35 students and a range of activities will involve the entire group. In addition, all students within the cohort will be allocated to a course team for each residential.

The course teams allow content-based activities to be explored and tested with your peers. These teams also provide the context for learning and competency development on team processes and effectiveness. You will learn from the experiences, feedback and insights of your cohort members and team partners as well as from the experienced Faculty members and facilitators who will work with you across all your residential.

Over many years, students completing Stage 2 have rated it as an outstanding learning experience.

I wish you all the best as you prepare for this exciting learning journey and encourage you to contact us if you have any queries.

Professor Julie Cogin
Director AGSM and Deputy Dean Business School
UNSW Australia
Stage 2 – An overview

Stage 2 is the capstone year of the MBA (Executive) Program, building on the foundations laid down in Stage 1. Stage 2 is designed to prepare students to become general managers of large established organisations as well as leaders of small entrepreneurial start-ups.

The courses in Stage 2 are organised around the general manager’s fundamental problems and responsibility for formulating and implementing a strategy that will lead to success. Unlike heads of particular functions (R&D, production, sales, marketing, finance, etc.) general managers always need to consider an action’s implications for the entire organisation. For this reason, Stage 2 seeks to develop holistic and integrative thinkers who are readily able to take a cross-functional perspective.

We use a problem-based learning approach, meaning the program is more like a learning laboratory and less like a traditional classroom-facilitated course. Learning materials are provided and students are encouraged to use work-related issues and problems as a learning focus. There is however, an increased emphasis on self-directed learning, which empowers students to manage their learning after graduation, as well as an increased emphasis on working within a team with other high potential managers.

In Stage 2, attendance is compulsory at four four-day residential workshop sessions. The residential sessions are an opportunity to expand networks through close collaboration with colleagues from around Australia and overseas. Between the residential sessions, students meet regularly in teams of 6–7 people to participate in activities and discussion as well as to complete assessments. UCo. is the main communication tool in Stage 2.

What is unique about Stage 2

Success in the MBA (Executive) is achieved by students prepared to make the most of the learning opportunities, course materials and cohort experience in Stage 2. Students are expected to have read the course readings and stimulus material and complete required activities prior to the residential sessions, which requires students to reflect on the implications of the ideas, models and frameworks for their practice as managers, and to come to the residential sessions prepared to discuss and expand their views. These course materials move away from the prepackaged learning presented in subject areas to a more holistic and integrated learning, focused on the work of the manager.
The unique learning experience of Stage 2 will provide opportunities for:

- residentials with specific team-building and team-training experiences and exercises
- integrated learning that links all functional contributions to high performance and competitive advantage
- a learning context and experience that helps students refine an understanding of ‘Leadership’
- blended learning that provides the benefits of intensive face-to-face learning and self-directed learning with a focus on the challenges in your organisation
- networking within the cohort and with alumni which enhances your learning, resources and career opportunities
- preparation for career-long learning that enables you to maintain the relevance of your MBA via strong links with the AGSM, its faculty and alumni.

Stage 2 – Summary

- Introduction and welcome – online, via eLearning website (Moodle)
- Residentials – 16 days immersed in learning
- Regular team meetings – organised by each team as required, may be held locally or via teleconference etc.

Study pattern

- Stage 2 must be completed consecutively within a 12 month period
- Attendance is compulsory at all residentials
- On average, 15–25 hours a week should be devoted to study
- Regular participation in team meetings is required
- Assessments comprise a variety of individual submissions and team submissions. They may include case study analysis, project work, presentations and evaluations
- Course materials are provided digitally.
Entry requirements

In order to be eligible for enrolment in Stage 2, students must:

- have successfully completed Stage 1 of the MBA (Executive) Program as specified below and have achieved a Weighted Average Mark (WAM) of at least 65 per cent
- be within the completion time frame.

Stage 1 Program

Students must have successfully completed the following eight core courses*:

- *Foundations of Managerial Skills* or *Executive Blueprint*
- Accounting & Financial Management
- Corporate Finance
- Managing People & Organisations
- Marketing Management
- Three elective courses from the approved list

* Unless otherwise approved via the program authority.
Stage 2 Program structure

* Cohorts in the July intake have a longer break between EAY2 and EAY3 due to the Christmas/New Year break.
Stage 2 of the MBA (Executive) is arranged such that groups of students, referred to as a ‘cohort’, move through the program together. In the residential sessions, the learning process is interactive and involves activities such as scenario analysis, role plays, simulations, and exercises, designed to encourage students to take action and provide immediate feedback on how they have performed and how they could improve. Stage 2 creates participatory learning environments where students learn as much from each other as they learn from the facilitator. 100% attendance is compulsory at all residential programs during Stage 2.

Students are assigned to teams throughout Stage 2. Teams are supported by a faculty member or facilitator while they establish effective working practices. Teams provide a valuable support and feedback mechanism for students. A number of feedback methods are used including peer feedback, to amplify collaborative learning.

Each residential will be led by a member of UNSW Business School faculty or an adjunct associated with the AGSM who serves as the Residential Leader. During each residential, other faculty facilitators join the Residential Leader. A variety of other staff will be involved to help achieve the learning goals. They include:

- A faculty member or facilitator of the leadership development program
- Residential leader
- Career Development Centre staff
- The AGSM Experience team
- UNSW IT
- AGSM eLearning support.
Application, enrolment and deposit information

Applications are via an online form, which will be available on AGSM MBA Programs website [www.business.unsw.edu.au/agsm/students](http://www.business.unsw.edu.au/agsm/students).

**Applications will be on a first come first served basis and will only be accepted via the online form.**

Students are encouraged to submit their application as early as possible within the application period. If you have a preference for a particular cohort, please reference this when you submit your application. We will do our best to accommodate any requests and operate a waiting list for positions available and cohorts requested.

Students need to finalise any outstanding debts from earlier courses before being offered a place in Stage 2.

If you cannot be available to submit your application, get a trusted friend or family member to do it for you.

**Acceptance of offer**

In order to confirm a place, students are required to complete the online Acceptance of Offer form along with payment of a deposit (residential fee) of AUD$3,775 within 5 working days of receiving their offer. If the Acceptance of Offer and payment are not received within this time, the AGSM Experience Team reserves the right to cancel the offer and allocate the place to another student.
The Stage 2 course fees include all tuition and course materials delivered digitally. The Residential fee covers residential accommodation, catering, and cohort activities required in the residential. Travel to and from the residential is not included. Parking is not provided throughout your residential. The current fees are available online.

Fees are secured as two types of payments – the one-time Residential fee to secure a place in the cohort, and Tuition fees as usual for each individual course. 

**Payment due dates for tuition fees will be indicated in your student profile on myUNSW.**

**Tuition Fees must be paid in full by the due dates indicated on myUNSW.** Penalties for non-payment of fees include exclusion from: re-enrolment, withholding of assessment results and graduation. If you are having difficulty paying tuition fees, please contact the UNSW Student Financials Team – csandfees@unsw.edu.au well in advance of the due date.

### Where to go for information

For student administration enquiries please contact the AGSM Experience Team:

- **Telephone:** +61 2 9931 9400 (Business hours)
- **Email:** studentexperience@agsm.edu.au
- **Website:** www.business.unsw.edu.au/agsm

**AGSM MBA Programs**
AGSM Building UNSW
Gate 11, Botany Street
Randwick NSW 2031
Academic policies and procedures

Information on specific AGSM MBA Programs policies and procedures can be found on the AGSM MBA Programs website www.business.unsw.edu.au/agsm.

AGSM students must read and observe all policies and procedures. Ignorance of the policies and procedures will not be accepted as an excuse should you fail to meet any of the program requirements.

Expectations of conduct

The reputation of the AGSM is dependent on the conduct of the members of its community. We expect the conduct of our students, amongst themselves and towards staff, to be respectful and responsible at all times. Behaviour should be consistent with a culture which places learning and collaboration above competition.

The AGSM takes the duty of care for our students very seriously. In the event of inappropriate behaviour/conduct from our student(s) that jeopardises the safety and learning of the Cohort, the AGSM faculty and staff have the authority to ask the student(s) to leave the premises, thus placing their academic progress in jeopardy. For more information, see UNSW Student Conduct.

eLearning website (Moodle)

The AGSM has a specially developed online learning and communication area, designed to complement the course materials and provide an additional, flexible study format. The eLearning site includes orientation information, instructions for residential preparation, assessment information, a discussion area for each team, electronic copies of all course materials and other administrative information. All assignments are uploaded through Moodle. Please note we do not accept lodgement of assignments via email. It is expected that students regularly log in to Moodle to participate and keep up to date. (http://moodle.telt.unsw.edu.au)

Communication

Communication during Stage 2 is via UCo. AGSM expects that you check the UCo. platform regularly throughout your Stage 2 studies.
Student details

Change of contact details (email, phone, address)
It is your responsibility to ensure that your contact details are up to date. These must be maintained via your student profile on myUNSW. You will need to login to the myUNSW website with your student number and zPass and go to the ‘My Student Profile’ tab.

Participation and workload

Attendance
Attendance at all residential sessions is compulsory. In the event of extreme or unpredictable circumstances, which may prevent you from attending any scheduled event, you must contact the AGSM Experience Team immediately and apply for Special Consideration online through myUNSW with supporting documentation detailing the reasons for your absence, including the duration and severity of any illness, or unpredictable circumstances.

Workload
Students should expect to devote 15–25 hours per week (for each 10 week period).

Location
Stage 2 Residentials are held in Sydney. Venue details and parking directions for your cohort will be provided in Moodle.

Dietary
If you have medically diagnosed allergies or dietary intolerances you have not previously advised us of in your Acceptance of Offer, please ensure that you inform the AGSM Experience Team in writing at least ten working days prior to the residential.

Please note our Catering team have capacity to cater for allergies and food intolerances NOT food preferences.
Dress code

The dress code is generally smart casual.

• sportswear or swim wear if you plan to visit the gym and pool.
• business attire for the Cohort photo (see below).

It is recommended that you do not wear excessive jewellery or carry any valuables.

Cohort photograph

The AGSM Experience Team will organise for a professional headshot to be taken during the first residential, as well as an official cohort photograph to be taken during the last Residential. Business attire is required for both photographs.
Assessment requirements

Assessment of students’ progress is an important component of the learning process. The MBA (Executive) approach is to provide a wide variety of assessment opportunities while maintaining a level of scholarship consistent with postgraduate study.

Students are required to achieve a passing grade in each course and remain a student in good standing in order to successfully complete the Stage 2.

Submission of assessments

Failure to complete any assessment, or to lodge any material set down as part of the assessment requirements by the due date, will be regarded as failure in that assessment unless prior written approval for extension has been obtained from the AGSM Experience Team. Students are expected to be familiar with the Assessment and Special Consideration policy on the website.

How to submit your assessments

The assessment submission schedule for each course is included in the Course Overview. All assessments must be submitted via Moodle. Hard copies or emailed assignments will not be accepted. Instructions are included in the assessment area of eLearning.

Assessment guidelines

All assessments, essays and project reports should conform to the standard assessment format detailed in the course overview. Inadequate documentation or careless presentation of assessment items may result in penalties.

Assessments must meet prescribed details of length, submission dates and any special provisions.

* Please note the AGSM Experience team are unable to upload assignments on your behalf.

AGSM MBA Programs requires you to submit your work at the designated time in order to be fair and equitable.

Please refer to your course overview, the AGSM MBA website www.business.unsw.edu.au/agsm and https://student.unsw.edu.au/assessment for information on all policies.
Assistance with study

Learning independently

One of the differences you will notice in the Stage 2, compared to earlier years of study on the MBA (Executive), is that there is less emphasis on reviewing the readings in the formal classroom. You will find that there is a focus on team learning at the residential, this means that you will need to invest more time into forming your own understanding of the materials, and the concepts in them, than you have had to do previously. Some teams choose to formalise this process, and review the course materials together. You may find this a useful activity to do in your team.

Learning Centre

The Learning Centre supports students with the development of their academic skills. The Learning Centre can help you adjust to academic culture, new approaches to learning and teaching and offers a range of learning and language assistance programs. www.lc.unsw.edu.au

Educational Support Advisors

Educational Support Advisors work with all students to promote the development of skills needed to succeed at university, whilst also providing personal support throughout the process.

They are available to help students with self management and study related matters including:

- Support and advocacy on wellbeing related matters such as financial, tenancy, drug and alcohol concerns, access to legal services, and much more
- Strategies to work out how students can get the best from their studies, develop better study habits, and work out ways to improve their academic performance
- Support with university processes such as special consideration applications, grade appeals, course variation or withdrawal
- Talk through any concerns you may be having about a friend or family member – these worries can greatly affect your academic life

Even if you are not entirely sure that something is wrong, you can still see an advisor to talk through your situation!

Get more information or make an appointment:

Phone: 02 9385 9365
Email: advisors@unsw.edu.au
Web: https://student.unsw.edu.au/advisors
To access eLearning, go to http://telt.unsw.edu.au and select Login to UNSW Moodle.

Login to the web Single Sign On (wSSO) using these details:
Username: zNumber
Password: zPass

Should you have any difficulties accessing your course online, please contact the eLearning support below:

For login issues

**UNSW IT Service Centre**

Hours: Monday to Friday: 8.00 a.m. to 8.00 p.m.
Saturday and Sunday: 11.00 a.m. to 2.00 p.m.

Email: ITServiceCentre@unsw.edu.au
Phone: Internal – x51333
       External – +61 2 9385 1333

For assistance in using Moodle, including how to upload assessments.

**AGSM eLearning team**

Hours: Monday to Friday: 9.00 a.m. to 5.00 p.m.

Email: elearning@agsm.edu.au
Phone: Internal – x19541
       External – 02 9931 9541
       International – +61 2 9931 9541

For help with technical issues and problems.

**External Technology Enhanced Learning and Teaching (TELT) Service Centre**

Hours: Monday to Friday: 7.30 a.m. to 9.30 p.m.
       Saturday and Sunday: 8.30 a.m. to 4.30 p.m.

Email: externalteltsupport@unsw.edu.au
Phone: Internal – x53331
       External – 02 9385 3331
       International – +61 2 9385 3331
Recommended reading

The MBA (Executive) Program provides students with the following learning resources:

We recommend the following publication as a helpful starting point on study skills. It is available from most libraries:

Library support

Locating resources: http://subjectguides.library.unsw.edu.au/c.php?g=100219&p=649278
Postgraduate help: https://www.library.unsw.edu.au/study/services-for-students
Subject guides: http://subjectguides.library.unsw.edu.au/subjectguides
Technical help: http://library.unsw.edu.au/HowDoI/techhelp.html

The Fridge and University Student Success, Resilience and Well-being

(Website content by UNSW School of Psychology, and UNSW counselling staff)


www.unistudentsuccess.com: for university staff and students interested in facilitating student success.

A broad range of information from support services, to student volunteer groups, to curricular strategies.
Individual counselling

Counselling and Psychological Services (CAPS) assist students to make the most of their university experiences.

CAPS provide free and confidential counselling, workshops and seminars for skills development and self-help resources that promote wellbeing and adjustment to university life.

Student Equity & Disabilities

If you are trying to manage the demands of university as well as a health condition, learning disability or have personal circumstances that are having an impact on your studies, UNSW Disability Services may be able to provide you with assistance. If you want to receive support during your time at university for your disability needs then you will need to register with Disability Services.

University Health Services

Doctors are located on campus to provide a quality health service to the students, staff and visitors of UNSW. Students are their priority and all UNSW doctors, nurses and administration staff are non-judgmental and have a special interest in youth health. The UNSW health service is located on the Ground Floor, East Quadrangle Building, Kensington campus. Make an appointment by phone, online or by walking in and asking at reception.

Online safety and wellbeing tutorial

At UNSW we place a big emphasis on providing resources and services that help you do your bit and take responsibility for your own safety and wellbeing.

The Online Safety and Wellbeing Tutorial available to all commencing students covers a lot of important information and it’s fun!

Religious Centre

The Religious Centre is provided for all UNSW students and staff and is located on the Kensington campus on the third floor of the Squarehouse.

The Centre is attended by Anglican, Buddhist, Catholic, Coptic Orthodox, Islamic, Jewish, Greek Orthodox, Pentecostal, Presbyterian and Uniting Church.
International student support

If you are an international student then Student Development International has a range of services available to you, from the time you arrive through to your graduation. These programs and activities are aimed at creating a student experience that is personally inspiring and culturally enriching for students visiting from overseas. Click here for more information on international student support at UNSW.

Room bookings and postgraduate spaces

To book a syndicate room in the AGSM Building for a study group, please email studentexperience@agsm.edu.au

To book a room at the Sydney CBD campus phone: 02 9331 9444.

To book a room in the UNSW library, please book in using the following website: https://roombookings.library.unsw.edu.au/roombookings/

https://student.unsw.edu.au/hub The Hub is a shared space where students can study, use meeting rooms for group work activities or just hang out with friends. Working space is provided for interns, social work students on placement and those working on joint staff or student projects.

Facilities include:

- Power sockets, free Wi-Fi and comfy couches
- A cosy space with book exchange and chilled music
- Quiet space for personal study
- Bookable meeting rooms with large monitor displays, whiteboards and seating for up to 10 people

Postgraduate common room, ASB Building, lower campus http://www.business.unsw.edu.au/about/campus/postgrad-facilities

ARC (Student Union) Postgraduate lounge http://www.arc.unsw.edu.au/food--services/postgraduate-lounge